

ESSENTIAL ELEMENTS OF THE COUNTY EXTENSION ORGANIZATION

The essential elements in the organization of the people of the county for extension teaching are:

- A. An over-all county committee representative of all sections and interests of the county. Where the committee is large (20 or more) an executive committee should be provided.
- B. Several subcommittees built around special county-wide problems or interests.
- C. A committee or group in each community in close touch with the problems and needs of the farms and homes of that community.

A. Duties of the Over-all County Committee.

1. Recommend necessary local finances involved in extension budget.
2. Cooperate with representatives of college in selection of new agents.
3. Outline policies relating to the conduct of extension in the county.
4. Provide program planning leadership.
5. Approve and coordinate the recommendations of the problem sub-committee into an effective extension program.
6. Coordinate extension programs with programs of other agencies working with rural people.
7. Advise with county extension agent regarding conduct of extension work and assist in execution of program.
8. Evaluate progress made from time to time in the attainment of extension objectives.

B. Duties of a County Problem Committee.

1. Analyze the available data relating to the enterprise or industry and arrange to obtain additional local facts where needed.
2. Determine the relative importance of the various problems being faced by the enterprise.
3. Decide upon practicable solutions.
4. Outline a recommended plan of action for consideration of the County committee.
5. Help carry out the program or plan agreed upon.
6. Evaluate progress made during year in solving problems and recommend changes in plans and procedures for the following year.

C. Duties of the Community Committee or Group.

1. Represent the community on the county committee and on those sub-committees dealing with problems of great interest to the community.
2. Study local problems and needs.
3. Bring needs to attention of extension agent or appropriate county committee.
4. Supply information for local situations requested by problems committees.
5. Outline local extension program.
6. Inform community regarding county and community extension programs.
7. Represent county extension agent in the community.
8. Encourage widespread participation in extension activities.
9. Make reports of progress to county extension office.

Outlined by Class in Organization of Extension Teaching--University of Arkansas, 1940.

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